



# Minutes NV COMMUNICATIONS STEERING COMMITTEE

<b>DATE</b>	May 9, 2005
<b>TIME</b>	1:30 – 4:00 Pm
<b>LOCATION</b>	2525 South Carson St – Carson City 555 East Washington – Las Vegas
<b>RECORDER</b>	Maggie Thorne

## ATTENDANCE

<b>Carson City Members</b>	<b>Present</b>	<b>Las Vegas Members</b>	<b>Present</b>
Terry Savage, Co-Chair, Dept of Information Technology	✓	Jack Staley, Co-Chair LV Valley Water District	✓
Robert Chisel, Dept of Transportation	✓	Dennis Cobb, LV Metro Police Dept	✓
Neil Harris, Elko County Sheriff's Office		Anthony DeMeo, Nye County	✓
Mark Foxen, NV Health Division	✓	Rod Massey, Clark County	✓
Kay Scherer, Dept of CNR	✓	Ronda Hornbeck, Lincoln Cty	
Major Bob Wideman	✓		
Dan Newell, City of Yerington	✓		
James Johns, Reno Police Dept			
Chris Lake, NV Hospital Association			
Dan Holler, Douglas County	✓		
Pete Menicucci, NV Nat'l Guard			

## Staff

<b>Name</b>	<b>Present</b>	<b>Name</b>	<b>Present</b>
Mark Blomstrom, Dept of Information Technology	✓	Glade Myler, Attorney General's Office	✓
Maggie Thorne, Dept of Information Technology	✓	Dave McTeer Dept of Administration	
Jim Wilson, Clark County/SNACC	✓		

## I. CALL TO ORDER

Terry Savage called the meeting to order at 1 :30 pm

## II ROLL CALL/MINUTES

The roll call was conducted by Maggie Thorne. Present: 11 members, 0 alternates.  
Absent: 5

The minutes from the 04/07/05 were reviewed. **Jack Staley made a motion seconded by Rod Massey to approve the minutes as presented. Motion carried.**

### III. UPDATED MEETING TIMELINE FOR COMPLETION OF PLAN

Mark Blomstrom reviewed the Updated Meeting Timeline for Completion of Plan. All NCSC Meeting dates through October have been scheduled and confirmed. The following amendments to the timeline were discussed and an updated timeline will be distributed to members. Changes to the timeline will include :

**June 8** – NCSC Meeting – Program Director Dr. Boyd of SAFECOM to be present

**July 7** – Homeland Security Meeting Date

**August 2** – Strategic Planning Session (meeting location to be announced – will not be LCB)

**August 15** – Homeland Security Meeting

### IV. EXPANSION OF NCSC MEMBERSHIP

Terry Savage discussed the possibility of expanding the membership from 16 members to 21 and asked for input from the current members. This expansion would include possibly 2 members from Washoe, 2 from the South and 1 Tribal/Rural members. Dennis Cobb concurred that it may be beneficial to have more members with more ideas of people's interest, but felt that NCSC needs to have by-laws that includes how this committee votes. **Dennis Cobb and Terry Savage agreed to draft some by-laws that would be presented at the June 8<sup>th</sup> meeting.** Dan Holler suggested that the Committee have the By-laws in place before adding new members. Dennis Cobb recommended that the Committee could proceed with the expansion, but have those new members be non-voting members until procedures were adopted. Robert Chisel was concerned on who (?) would be selected as new members. He also commented that if new members were going to be added that the present committee members should not move forward on approving anything for the Plan. Terry added that he was more concerned with being able to manage a larger group. Ed Atwell presented public comment that suggested new members would be someone from Fire, Tom Gadd from Washoe and representation from UCCSN. **Terry proposed that Jack Staley and himself, as co-chairs, would come up with a list of possible new members to run by all members (before the June 8<sup>th</sup> meeting) and if there is no major concerns with those names, then Jack and Terry would implement the list in time for the June 8<sup>th</sup> meeting.** Dennis Cobb (for the record and speaking for his agency) mentioned that he is the sole representative of a very large agency with a very large radio system, so as you add new members, my agency (Metro) may not feel that this is advantageous and the procedural part (by-laws) is important to us (Metro).

### V. SURVEY CORRECTIVE ACTION PLAN

Members reviewed the 1 page Nevada Radio Users Database Corrective Action Plan. After a brief discussion **a motion was made by Dan Holler and seconded by Kay Scherer to approve the corrective action plan as presented. Motion carried.**

Bob Wideman asked (again) that the Department of Public Safety be logged as one agency (in survey results) and not broken up into various smaller agencies.

Robert Chisel asked (again) for a list of those agencies who responded to the survey, so that we would know whose data is in the survey. . **Mark Blomstrom agreed to get this information and send the reports to all members before the next meeting.** All members asked for a printed report (softcopy okay) of their agency's response

**After further discussion and agreement, database status updates/progress will be on each meeting's agenda.**

## VI. CONTINUED DISCUSSION OF DRAFT COMMUNICATION PLAN

Members reviewed (page by page) the draft plan dated April 29, 2005. Changes/additions/deletions were as follows:

1. Move graphics (current pages 16 and 17) before Section II.
2. Current Page 3:
  - a. Jim Wilson recommended that in the Urban Area Security Initiative, SAFECOM and Search there is a list of 12 defined users in the public safety community and that list should be referenced as what is meant by the words "public safety" in the first paragraph.
  - b. Change definition of Interoperability to include the word "effectively" before the word "communicate."
  - c. Delete the sentence "There are also cost-effectiveness gains and daily operational efficiency improvements to be realized." From the paragraph entitled "What Need Drives This Plan?"
  - d. Remove the words "and become affiliated to" in the last paragraph.
  - e. Robert Chisel will send his grammatical corrections directly to Mark Blomstrom to incorporate.

Associated Discussion: Regarding TechKnowledge's copy of their Plan, Glade asked if that Plan has been rejected as the NCSC members approved that rejection and if the contract with TechKnowledge has been terminated. Terry said the intent was that the Committee would always write their own Plan, but parts of TechKnowledge Plan would be included and that DoIT's contract people would be handling the contract completion. Robert Chisel asked to be put on record that the Department of Transportation has not been able to review the data collected and therefore can not agree that the contractor (TechKnowledge) has met the requirements of the contract.]

3. Current Page 4:
  - a. Identify who the members are under Plan Development Process.
  - b. Remove the words "via phone, mail or" from the last paragraph.
4. Current Page 5:
  - a. Chart and statistics (second paragraph). Members had problems including this information since the data comes from the survey that is questionable. Kay Scherer suggested that these results are based on survey results from such and such a date and will change.
5. Page 6: (No changes)
6. Current Page 7 (II. Action Plan)
  - a. Members were confused as to what the Source of Recommendation codes meant. It was determined the codes came from the 1<sup>st</sup> plan draft page 96 and should be referenced in this document. **A motion was made (Kay Scherer) and seconded to delete the Source of Recommendation from the Plan. Motion carried.**
  - b. Concerns on the Estimated Costs were expressed and that also came from the first Plan draft from TechKnowledge. Robert Chisel asked for the methodology used by the consultant to come up with the costs.
  - c. Rod Massey requested that the Time Period be more specific such as within 3 years, 5 years, etc and include duration for completion. Agreed by all.
  - d. G3: **A motion was made (Dan Holler) and seconded to delete this item. Motion carried.**

- e. Dennis asked what triggered Low, Medium and High Priority? It was recommended that "Priority" be defined before the Plan goes to the HSC. Mark said he would ask TechKnowledge how they came up with the prioritization.
  - f. Concerns on whether it was necessary to include the Implementation. Bob Wideman added that what is needed is to create authority and we should point out that is what is needed – identify source of authority. **Bob Wideman agreed to provide wording for this change.**
7. Page 8
- a. Robert Chisel said the final document should not trace back (or reference) to the main draft Plan of the consultant and all agreed.
  - b. G6: A motion was made and seconded to rewrite this item. Item to be reworded and keep DPS doing the administrative work and report to NCSC and both units would collaborate. **Bob Wideman and Mark Blomstrom to rewrite for discussion at the next meeting.**
  - c. G11: **A motion was made by Kay Scherer and seconded by Bob Wideman to delete. Motion carried.**
8. Page 9: No changes
9. Page 10:
- a. **A motion was made by Robert Chisel and seconded by Bob Wideman to roll T1 and T2 into G6. Motion carried.** Concerns on the costs stated for T1 and T2 were a concern and the rationale for the costs need to be understood from the consultant. Terry comment all costs would be pending until further clarification was provided by the consultant.
10. Page 11
- a. T4 and T5 to be rewritten and indicate it does reflect Core four
  - b. T6 and T7: Members had concerns with using the word "construct". It was agreed to replace the word "construct" with the words "support" and "encourage". Both of these items need to be rewritten.
11. Page 12
- a. T9: Change word deferred to Tabled.
  - b. It was agreed to roll T9 into T10 and add reference to the 12 SAFECOM public safety disciplines.
  - c. T11: Change the word "require" to support and encourage. A motion was made to remove it from being tabled and have a discussion for rewrite at the next meeting. Glade said one caution in all these items that the terms develop and implement regulations is being used and NCSC does not have regulatory authority nor does the Commission and NCSC can't be putting into this plan that they are making regulations.
  - d. T12: Include for next draft the wording for this item.
12. Page 13 and 14: Make sure when the Plan is finalized numbering is consistent and references to other items are correct.
13. Page 15: Change definition to include the word "effectively" before the word "communicate."
14. Page 16:
- a. Correct circle of Washoe to WCRCS
  - b. Put a reference that the chart was adopted by NCSC and include a sentence on what "Core Four" is.
  - c. Jim Wilson to update the chart for Clark County.
15. Page 17
- a. Both charts need an explanation of what they are saying.
  - b. All charts need to be placed after the Summary section of the document.

**VI. REVISED CHAIR'S P-25 PROPOSAL**

**Discussion on this item was postponed till the June 8 meeting.**

**VII. PUBLIC COMMENT**

None presented.

Agenda item for next meeting: The posting of the draft for public comment.

With no further business to discuss, the meeting was adjourned at 4:00 pm Next meeting date: June 8, 2005

Minutes are posted on the website at: <http://ncsc.nv.gov/>

Questions Call: 775-684-5859 or email [maggiet@doit.state.nv.us](mailto:maggiet@doit.state.nv.us)

Draft minutes submitted by Maggie Thorne, 05/10/05

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_